



TEXAS INDIGENT DEFENSE COMMISSION

209 West 14<sup>th</sup> Street, Room 202 • Austin, Texas 78701

(512) 936-6994

## FISCAL MONITOR CHECKLIST

**COUNTY:**

**DATE:**

### **Auditors and Treasurers:**

- ☐ Invoices are used and contain:
  - ☐ Documentation of baseline expenses.
  - ☐ Total amount spent on attorney fees, licensed investigators, expert witness or other direct litigation expenses.
  - ☐ Total amount spent on appeals.
  - ☐ Documentation that payment is related to a criminal case, including the case/cause number.
  - ☐ Itemized list of services performed or consistent with adopted attorney fee schedule.
  - ☐ Number of cases or cause numbers disposed under the invoice/order by case level.
  - ☐ Provide a copy of published attorney fee schedule(s).
  - ☐ Fees are consistent with published attorney fee schedule(s).
  - ☐ Attorney fee vouchers submitted and signed by attorney.
  - ☐ Approval of presiding judge contained on the invoice/voucher.
  - ☐ Indigent defense accounting policies and procedures as related to indigent defense expenditures.
  - ☐ Records are maintained electronically.
- ☐ General ledger contains:
  - ☐ Entries and data elements kept in a way to contain the information required under GC § 71.0351.
  - ☐ Felony, misdemeanor, and juvenile payments are clearly indicated.
  - ☐ Number of cases or cause number disposed of on the invoice/order.
  - ☐ Criminal indigent defense payments are distinct from payments to attorneys for civil payments or other matters.
  - ☐ List of total payments made to court appointed attorneys.
  - ☐ Entries are clearly dated.
  - ☐ Records are maintained electronically.

Person interviewed:

Comments:

- ☐ Administrative Expenses: (As Applicable)
  - ☐ Salaries have allocation schedules.
  - ☐ Salaries are consistent with an adopted county employee pay/class schedule.
  - ☐ Records contain information regarding fringe benefits paid to each employee.
  - ☐ Records are maintained electronically.

- ☐ Equipment: (As Applicable)
  - ☐ Records exist which outline equipment with more than 1 year of usefulness and items of equipment with an acquisition cost of \$5,000 or more.
  - ☐ Proper inventory/record of all equipment, including serial identification number and individual responsible for the equipment, is maintained.
  - ☐ Equipment located under the assigned individual listed in the proper inventory.
  - ☐ Records are maintained electronically.

Person interviewed:

Comments:

**Clerks or Court Administrators:**

- ☐ Type of appointment system.
- ☐ Record of the current public appointment list.
- ☐ Record of selection of attorneys approved by a majority of the judges.
- ☐ Records exist which documents that attorneys applied to be included on the public appointment list.
- ☐ Records exist which document the criminal Continuing Legal Education (CLE) training of attorneys on the public appointment list.
- ☐ Records are maintained electronically.

Person interviewed:

Comments: